
**Board of Selectmen
Special Meeting Minutes of January 29, 2015**

I. Call to Order

Chairman Kowalski called the Special Meeting of the Board of Selectmen to order at 7:30 A.M. in the Board of Selectmen's Conference Room in the Town Offices. Present from the Board of Selectmen: Alex Vispoli-Y, Paul Salafia-Y, Mary O'Donoghue-Y, and Dan Kowalski-Y. Brian Major who is out of town due to work commitments was teleconferenced in. Also present: Town Manager Buzz Stapczynski, and Human Resources Director Candace Hall, The meeting was duly posted and recorded.

II. Opening Ceremonies

Chairman Kowalski led the meeting in a moment of silence followed by the Pledge of Allegiance.

III. Town Manager Search Process

Chairman Kowalski provided an update on the progress of the Town Manager search. Human Resources sent out an RFQ for New England based Executive Search companies and have received three responses. The role of the consultant will be to guide the Board through the process; the selection of the new town manager will be the decision of the Board of Selectmen. Initial announcements were placed in trade newspapers to be followed up with more detailed information. Additionally, they have been compiling data and conducting research on salaries and contracts to assist in the formation of a new contract for the next Town Manager.

Buzz Stapczynski disclosed that one of the companies who responded, Municipal Resources, Inc., has a business relationship with the company his wife works for. Alex Vispoli suggests MRI be ruled out, Brian Major said we should give them due diligence.

The Board wants to ensure they have a full breadth of consulting companies to choose from. Candace Hall said the advertisement was placed with *ICMA* and *The Beacon*, both of which are viewed nationwide. The responses received from the three New England consulting firms will have the most accurate grasp on local talent who would have knowledge of Massachusetts laws. The Board agreed to expand the search if needed. Chairman Kowalski said the objective is to identify the best candidate for the Town Manager position and that means securing a good search firm.

Candace Hall distributed a copy of the responses received from the three search companies; at this point in the meeting (8:00 A.M.) the Town Manager left the meeting.

Alex Vispoli talked about a conversation he had with a representative from the Edward J. Collins Center for Public Management who did not respond to the RFQ because they

were concerned with the process. As a Public Management Company, their standard practice is to give a presentation, not to submit an RFQ. Alex explained to them that the initial advertisement was just to get the message out – that we would be using a process. The Board indicated their interest in having the Collins Company participate in the process and asked Candace Hall to contact them. The Board further discussed whether to continue the search for additional responses or go with the four responses in hand.

After discussion the Board agreed to post the RFQ for one additional week to remove any doubt that there are additional firms interested. Candace Hall will send out the information today with final responses due by February 6, 2015. She will also notify the firms who responded that the Board is requesting an additional week of posting and that they do not have to resubmit their information.

The Board will continue the discussion at their next meeting on Monday, February 9, 2015 at 7:30 A.M.

IV. Adjournment

At 8:29 A.M. on a motion by Alex Vispoli and seconded by Paul Salafia, the Board of Selectmen adjourned the meeting of January 9, 2015. Roll call: Brian Major-Y, Alex Vispoli-Y, Paul Salafia-Y, Mary O'Donoghue-Y, and Dan Kowalski-Y.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary